

SECRETARY'S AWARD FOR INNOVATION
"Thinking Out of the Box"
Application Form

Applicant(s) Name: _____

Applicant(s) Job Title: _____

District/Section: _____ Gang: _____

Program/Project Name: _____

Please provide a detailed description of the following:

(1)Objective(s) of the project:

(2)Project description:

(3)Were the objectives met? If yes, provide evidence to support this fact.

(4)What was the project timetable (begin date, implementation date, etc.)

(5)What resources were available to you (i.e., staff, materials, equipment, funding?)

(6)Describe how the project meets the following criteria:

(a)Novelty:

(b) Effectiveness:

(c)Significance:

(d)Transferability:

(7) Now please give a 100 to 150 word summary of the project – What did you do? How innovative and resourceful? And what is its potential value to others and/or the department? We may use this summary in promotional materials. (Attach additional sheets, if necessary.)

[illegible]

NOTE: You may attach supporting documents (photos, charts, reports, etc.)

I certify that the above-described project/program was developed and implemented as detailed above.

Dist. Adm./Sect. Head

Date